

Appendix 8 - Woodchop Event Management

COVID-19 Health & Safety – Checklist

As an event organiser you are required to identify and manage the risks associated with your event. This checklist is designed to assist with managing COVID-19 risks ONLY. Where practical substitute face-to-face meetings and group events by utilising [video conferencing](#) (e.g. Zoom, Skype, Webex, Workplace, Microsoft Teams or similar) or telephone conferencing solutions.

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|--|--------------------------|--------------------------|--------------------------|
| Event Name | | | |
| Event Location | | | |
| Number of Participants* (Refer to Qld Government guidelines for outdoor and indoor venue restrictions) | | | |
| Event Description | | | |
| Event approved by | Name: | Date: | |
| If “NO” is ticked below, please ensure that risks are controlled prior to event or alternate controls noted. | | | |
| Pre-event Checks | YES | NO | NA |
| Hazard/Risk – COVID-19 from members who are infected attending Wood Trimming Sessions | | | |
| CONTROLS Checklist | | | |
| Wood trimming is performed in open spaces for health and safety purposes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Record of all persons in attendance will be recorded including their full name, contact phone number, email (or residential address where the person does not have an email account), date and arrival/departure times, and retained for 56 days. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Personal items such as chainsaws etc. will be restricted to be used by owner only. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wood trimming activities are performed by a small number of people, a maximum of 20 people in attendance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| People showing any cold/flu symptoms are not permitted to attend. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Machinery and tools such as tractors, forklifts, hammers etc. will be restricted to be used by a single operator whenever possible. If multiple people must use the machinery, between use the touched surfaces MUST be wiped down with a disinfectant. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alcohol based hand sanitiser and gloves will be provided for all participants to use upon arrival/departure and throughout the day of the busy bee. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Members encouraged to download and use the COVID Safe App. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | |
| Hazard/Risk – COVID-19 from contaminated logs | | | |
| CONTROLS Checklist | | | |
| Logs are prepared in advance to events. Generally, logs are prepared well over a month prior to an event. Logs are wrapped in plastic and stored on pallets. Logs are not handled between the busy bee/day of relocation and the day/day prior to the competition/exhibition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Relocation of the logs in handled by a forklift/tractor. No manual handling of the logs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Members will use gloves when manually handling the logs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Members will use alcohol based hand sanitiser upon arrival and avoid touching the logs by hand wherever possible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| Pre Event Checks (cont) | YES | NO | NA |
|--|--------------------------|--------------------------|--------------------------|
| Hazard/Risk – COVID-19 from pre-competition meetings | | | |
| CONTROLS Checklist | | | |
| Record of all persons in attendance will be recorded including their full name, contact phone number, email (or residential address where the person does not have an email account), date and arrival/departure times, and retained for 56 days. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All paperwork is to be distributed online with exceptions made for members without internet access. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Meetings will be set up in rooms accommodating the physical distancing and occupant density requirements.. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| People showing any cold/flu symptoms are not permitted to attend. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alcohol based hand sanitiser will be provided for all participants to use upon arrival/departure. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Members encouraged to download and use the COVID Safe App | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | |
| Hazard/Risk – COVID-19 from competitors attending wood chopping competitions/exhibitions | | | |
| CONTROLS Checklist | | | |
| Clubs are to provide alcohol based hand sanitiser to be used by members upon arrival at an event. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have event participants been advised not to attend if they are unwell? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have event participants been advised that if they have travelled overseas or from a declared COVID-19 hotspot within the past 14 days, been in close contact with a known active case of COVID-19 or awaiting a COVID-19 test result and they must not attend? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | |
| Does the event have a plan to manage the notification of flu-like symptoms? (who to contact locally and a nominated event contact person) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the event duration limited to as short as practical? (If practicable keep meeting to less than 2 hours or allow for regular 2 hourly breaks.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has signage been placed at the event entry/exit areas, near toilets and food preparation areas to remind people to practice good hygiene and social distancing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the event location have adequate equipment and/or facilities to support good hygiene practices (e.g. soap and water and/or hand sanitiser, paper towels and tissues)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the competition venue and other relevant providers confirmed they will heighten cleaning and maintenance of facilities and high touch/use areas for the duration of event? (e.g. bathroom door handles, desks cleaned during coffee/lunch breaks, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the names and contact details of all attendees being captured so they can be contacted post-event if required? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the facility large enough for participants to practice physical distancing? (e.g. aim for at least 50% extra capacity for the number of participants so you are not closely seated and have designated seating.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the organiser confirmed with venue there will be no unwrapped snacks or self-service of food items? (e.g. Lollies, biscuits, teabags, condiments – sauces, creams etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| During Event Checks | YES | NO | NA |
|--|--------------------------|--------------------------|--------------------------|
| Will information on the practice of physical distancing and good personal hygiene be provided by the organiser/first speaker, and/or at the registration desk? (e.g. key talking points listed below) <ul style="list-style-type: none"> Regularly wash hands (before meals, after using bathroom, after sneezing/coughing into hands). Inform organiser to notify bathroom facilities are unclean. Stay in your hotel room/home if you start to develop flu like symptoms and advise event organiser. Keep a distance of at least 1.5 metres between yourself and others during breaks and networking. All hand shaking at event is discouraged similarly no hugging or kissing. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A 'toolbox' talk is to be completed with event staff and other workers prior to the event to ensure all workers follow good hygiene guidelines? (A toolbox talk is a short safety briefing.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Event organiser checked on the day that there are no unwrapped snacks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The facility has sufficient sanitisation stations at the event with hand sanitiser, tissues and wipes? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There signage at the venue showing proper handwashing procedures and cough etiquette? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The venue kept clean throughout the event? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hygiene items are available to ensure microphones can be sanitised appropriately between speakers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Desks are wiped down with antibacterial or similar wipes as far as practical during breaks to reduce cross contamination? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the contact details of relevant staff made available to all participants? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the contact details of local health providers available to all participants? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The organisers are checking facilities during the event and report issues to venues/providers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Post Event Checks | YES | NO | NA |
| All participants were briefed during event closing sessions about social distancing and consulting/adhering to medical advice if experiencing flu-like symptoms post event, post-event? Briefing points included: <ul style="list-style-type: none"> stay home if you are sick always to keep a distance of at least 1.5 metres between yourself and other people where possible at all times, particularly in public areas avoid visiting vulnerable people, such as those in aged care facilities or hospitals, infants, or people with compromised immune systems due to illness or medical treatment avoid crowds and mass gatherings where it is difficult to keep the appropriate distance away from others avoid small gatherings in enclosed spaces, for example family celebrations avoid shaking hands, hugging, or kissing other people | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Records of Attendance are completed, collected and stored for all participants for a period of 56 days. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Venue is cleaned and sanitised | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Additional actions summary

For each proposed risk control, provide a recommended action and allocate a responsible person and timeframe for completion in consultation with the responsible person, confirm completion of each action.

| Ref no | Additional action | Accountable Area | Responsible Person | Target completion date | Actual completion date |
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General Hygiene Tips

Remember, the best way to protect yourself from common viruses including COVID-19 is:

- Clean your hands with soap and water and/or use hand sanitiser.
- Cover your nose and mouth when you cough or sneeze and wash or sanitise your hands after.
- Avoid close contact with anyone with cold or flu-like symptoms.
- Stay home if you are sick.
- Avoid visiting vulnerable people, such as those in aged care facilities or hospitals, infants, or people with compromised immune systems due to illness or medical treatment.
- Aim to keep a distance of 1.5 metres between yourself and other people where possible, for example when you are out and about in public place.
- Avoid crowds and mass gatherings where it is difficult to keep the appropriate 1.5 metres distance.
- Avoid small gatherings in enclosed spaces, for example family celebrations.
- Avoid shaking hands, hugging or kissing others.

For good handwashing technique refer to Queensland Health Handwashing posters. Posters such as this should be placed in key areas such as bathroom and entry exit areas at your event.

Site-specific emergency details

Provide details of site-specific emergency contacts.

| EMERGENCY CONTACTS: in an emergency situation dial 000 | | | |
|---|--|----------------------|--|
| Local Hospital: | | Nearest GP: | |
| Nearest Chemist: | | Show Society: | |
| Chief Steward: | | Other: | |